

Civil Assignment Officer Position Available: The Circuit Court for Carroll County is seeking a qualified individual to join its Civil Assignment Team. 35 hr. plus work week – alternating early/late schedule and responsibilities on a monthly basis. Responsibilities include, but are not limited to, the setting of all pre-trial and post-trial hearings and trials, informing Court personnel and the public of the dockets on a daily basis, working with attorneys and self-represented litigants to obtain hearing dates both in person and over the telephone, processing postponement requests, and requesting interpreters for litigants who are in need. Knowledge of legal terminology required, as well as computer experience. Please send cover letter and resume by March 25, 2021 to: Susan S. Leary, Court Administrator, Courthouse Annex, 55 North Court Street, Westminster, MD 21157 or susan.leary@mdcourts.gov